The Children's Trust Fund Direct Services Fiscal Year 2009 Request For Proposal (RFP) is available in EGrAMS at http://egrams-mi.com/ctf.

To see the RFP, please follow these steps:

1. At the home page, select Direct Services under Current Grants from the menu on the left.
2. In the Program column, select DS-FY09.
3. Near the top of the screen that pops up, click on the Show button next to User Documents.
4. Select FY 09 RFP

If, after reading the RFP, you are interested in applying, please read the instructions on the following two pages.

Applications must be submitted electronically via EGrAMS. Bid responses submitted in person, or via surface mail, fax, or e-mail transmission will not be considered for award.

EGrAMS INSTRUCTIONS
Note: This registration process can take up to an hour.
EGrAMS Help Desk: 1-877-932-6424

While using the EGrAMS system, please note the following:

- It is best to tab or use your mouse to navigate through the fields.
- It is only necessary to complete the required fields which are asterisked.
- If you are not sure of what you should enter in a field, check the "comment line" at the bottom of the screen. This may require scrolling down in some cases.
- When available, use the look up buttons (with 3 dots).
- There are several places where you must allow for a time interval. The directions indicate when this will happen.

Those currently not registered on the system need to complete steps 1) and 2).

Those whose agency is registered and have an EGrAMS login name and password can begin at step 3).

1) REGISTER YOUR AGENCY

To register your agency, use the following steps:

1. Click on "Register Your Agency". An "Agency Class" box will appear along with a lookup button (with 3 dots). Click the lookup button.
2. Check "Grantee Agency".
3. Click OK.
4. Complete the requested information on the "General Information" tab. (After the federal ID is entered, it may take a few seconds for the system to record your federal ID. The screen will disappear and reappear during this time. To the right of the federal ID, you must enter the agency name).
5. Click OK. You will receive a pop up message when your record is successfully added. You can log in once the status is activated.
6. Close out of the screen.

2) CREATE USER PROFILE

After registering your agency, click on "Create User Profile" to create a user profile for the Project Director and staff you want to attend the pre-bid conference. Please note that because computer space is limited only two staff per agency will be able to attend, preferably the Project Director and one other staff. Each individual creates their **own** user profile using the following steps. Start with the Project Director:

1. Enter a Login Name. We suggest you use last name and first initial.
2. Complete the information requested. Please note: Your "Role Code" is grantee **and the "Parent Agency" must be completed using the lookup button. Check your agency**. Also, you will need to click "show security" and scroll down to choose a security question before you can complete the form.
3. Click OK.
4. You will receive a pop up message that your user profile is created successfully with an inactive status. You can log in once the status is activated.
5. Click OK.
6. Repeat steps 1-5 for one additional staff person who you would like to attend the pre-bid conference.

3) PROJECT DIRECTOR REQUEST

After creating the user profile for the Project Director and one additional staff person, complete the following steps:

1. Click on “Project Director Request” on the left side of screen.
2. Complete your User ID and password. (Wait a few seconds for the system to find your agency).
3. When your agency has been filled in, complete the requested information. Check the grant category and grant program of your choice.
4. Click OK.
5. You will receive a pop up message that your Project Director Request was successfully submitted.
6. Click OK. You are done for now at this point. Please read the next box for further instructions.

The Project Director will be able to register for the pre-bid conference **after** receiving a confirmation e-mail indicating that the user account has been activated. This will happen within 24 business hours. Before the Project Director can register other staff to attend the pre-bid conference, the Project Director must assign their staff to the grant program they will be working on. Users of the system can be assigned to multi-grant programs. See “Assign Agency Users”.

4) ASSIGN AGENCY USERS

The Project Director will do the following steps to assign agency users and activate staff records:

1. Go to http://egrams-mi.com/ctf.
2. Click EGrAMS login.
3. Enter the **Project Director** User ID and password.
4. Click OK. It will take you to the welcome screen. At the top of the screen there are 3 drop down menus.
5. On the first drop down menu, choose “Grantee”.
6. On the second drop down menu, choose “Project Director”.
7. On the third drop down menu, choose “Assign Agency Users”.
8. Click “Go”.
9. Select the Grant Program (click the lookup button to select the grant program).
10. Click “Find” (scroll down to see the “Find” button).
11. Click the “Assign” button.
12. Click “User Status” box.
13. Select the Perm Code (click the lookup button to select the users role on this grant program)
14. Check “Appl”
15. Click the Orange “Cat.” Lookup Box (Click each section of the grant application that you want your users to have access to read or write to the grant application).
16. Click OK.
17. Check “Perm Status”.
18. Click “OK” (scroll down to see the “OK” button).
19. You will receive a pop up message that records were successfully updated (an e-mail will be sent to activated users).
20. Click OK.

5) REGISTER FOR THE PRE-BID CONFERENCE

After your agency is registered, the user profiles have been created, and the agency users have been assigned, the Project Director can register up to two staff for one of the pre-bid conferences:

1. While still in the assign users screen, keep the first two drop down menus the same (Grantee and Project Director) and on the third drop down menu, choose “Technical Assist. Registration”
2. Click “Go”
3. Click “Add”
4. Select the grant program.
5. Click the “Sessions” button.
6. Choose the session you want to attend.
7. Select the user (staff) you want to attend (click the lookup button to pull up your agency’s users).
8. Check one of the staff you want to attend and the staff person’s name and information will automatically fill in.
9. Repeat #8 for the next staff person who will be attending.
10. Click “OK” (scroll down) to complete the registration process.
11. You will receive a pop up message indicating that records were successfully added (registered).